



Ryan White Title I HIV Health Services Planning Council

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PLANNING COUNCIL MEETING MINUTES

Thursday, June 13, 2002
4:00 p.m. to 6:00 p.m.
HIV Care Directions
1366 East Thomas
Phoenix, AZ

Approved

The following provides a written summary of minutes recorded. To listen to the official recorded minutes contact Planning Council Support. The tapes will be provided for review.

MEMBERS, GUESTS and STAFF

Mary Jo Buerger	Brian Hanna	David Paquette	Louie Tapia
Lee Cox	Brenda Hope	Connie Peters	Keith Thompson
Debby Elliott	Robert Horton	Tara Radke	Jonathan Weisbuch
Larry Fisher	Barr Jenkins	Cris Ramos	Carol Williams
Felix Garcia	Mark Kezios	James Reed	Marla Wing
George Garcia	Laura Kroger	Jill Rissi	John Wynant
Juan Guevara	Nellie Nelson	Michael Ruble	9 Guests
Damon Gunn	Sandra Norman	Larry Stähli	
Marlon Guzman	Stephen O'Dell	Lezli Stone	

Absent:

Elizabeth Ashby	Dan Free (ex)	Carlos Jorge (ex)	Mary Rose Wilcox
Donna Bryant (ex)	Deborah Frusciano (ap)	JC Martinez	
Marti Cutler (ex)	Peter Houle (ap)	John Murray	

WELCOME and INTRODUCTIONS

Mark Kezios called the meeting to order at 4:10 p.m. Members, guests, and staff introduced themselves.

DETERMINATION OF QUORUM and REVIEW OF SUMMARY MINUTES

Mark determined that quorum was present.

Summary minutes from the meeting held on May 9, 2002 were reviewed. It was suggested that the language added to the Bylaws and the proposed language that was not added to the Bylaws be included in the summary minutes. Larry Stähli motioned to accept the minutes as amended, and Marlon Guzman seconded the motion.

OUTCOME: The motion passed with two abstentions.

Mark welcomed Planning Council members recently approved by the Board of Supervisors.

ADMINISTRATIVE UPDATE

Brian Hanna presented the following:

- The administrative office is producing a report of unexpended resources by service category for the previous grant year. This report should be completed in early July.
- David Paquette noted that, as requested by the Executive Committee, a letter has been sent to all service providers encouraging them to submit their billing in a timely manner. This will help the administrative office provide meaningful, accurate expenditure and utilization data to the Allocations Committee and Planning Council.
- David noted that the Hepatitis C conference for outreach workers, case managers, and HIV counseling and testing personnel is approaching. The conference will be held on Friday, August 2, 2002, and is free for members of the community.
- Documentation of "Conditions of Award" has been sent to the Health Resources and Services Administration (HRSA).

PRESENTATION – QUALITY MANAGEMENT UPDATE

Lezli Stone, the Manager of Quality Management for Ryan White Care Services, gave a Quality Management update.

This presentation highlighted the Consumer Satisfaction Survey results for the past two years, reviewed changes in the survey instrument, and discussed plans for future Quality Management activities.

CHAIR UPDATE

Mark Kezios presented the following:

- As part of the "Condition of Award", a letter regarding the priorities of the Planning Council has been submitted to HRSA.
- Updated epidemiological data has been requested, along with other reports and information in order to begin the reallocation process. If anyone has any input, or would like specific data that would be relevant to the process, please contact Larry Stähli.
- The RARE (Rapid Assessment Response Evaluation) project conducted a focus group on June 6, 2002. A presentation about the RARE project will be given in a few minutes.
- Last year the Planning Council spent several thousands of dollars for an outside consultant to conduct the Evaluation of the Administrative Mechanism, which is required by HRSA. This year an ad-hoc committee composed of Council members will conduct the assessment. Anyone who wants to participate should contact Mark or Planning Council Support.

PRESENTATION – RARE (RAPID ASSESSMENT RESPONSE EVALUATION)

George Garcia and a consultant gave a presentation on the RARE project.

About seven or eight months ago, HRSA contacted the Department of Public Health and asked if Maricopa County wanted to take advantage of a technical assistance opportunity that would help determine why communities of color are being so heavily impacted by the HIV epidemic.

As indicated by the consultant, the field teams will gather a lot of qualitative data from the community and service providers. This project focuses on neighborhoods with high prevalence of HIV/AIDS cases, which tends to overlap with high-risk areas. The project maps out which behaviors are occurring where, the HIV/AIDS prevalence, and the location of agencies that provide services. RARE, which is a six-month project, will also conduct approximately 15 focus groups.

COMMITTEE REPORTS

Allocations

Larry Stähli reported that the Committee did not meet this month. The meeting originally scheduled for July 2, 2002 has been rescheduled to Tuesday, July 16, 2002. This meeting will conclude the review of Secondary Service definitions, and start the Mid-Year Reallocation process.

The Allocations Committee will meet on July 16, 2002 at HIV Care Directions (1366 E. Thomas Rd.) from 11:00 a.m. to 1:00 p.m.

Community Planning & Assessment

Larry Stähli reported that the Committee has been having ongoing meetings with the contractor who is completing the Needs Assessment. The contractor provided an update on the project.

It was related that the assessment covers both Maricopa and Pinal Counties, and will last about 65 days from start to finish. The focus of this project is access to primary medical care and other services, agency capacity, and barriers to accessing services. This project will also estimate the number of persons in Maricopa and Pinal Counties who know they are HIV positive, but do not access primary care services. There has been tremendous cooperation from all service providers, and the project will be completed in mid July.

Consumer Advocacy

Lee Cox reported that the Committee would meet on Wednesday, June 26, 2002, at the Department of Public Health from 11:30 a.m. to 1:30 p.m. This meeting will plan the next Consumer Forum, which is scheduled for Wednesday, July 24, 2002 from 11:30 a.m. to 1:30 p.m. at Trinity Cathedral. The topic of the Consumer Forum will be "Self Empowerment", and Garry Robinson of T.R.I.B.E. will give the presentation.

The Committee is focusing on making the infected and affected community aware that attending these educational forums are in their best interest. This could be done through the use of public service announcements in various media, and distributing flyers in food boxes.

Cris Ramos noted that there was a Consumer Forum on May 22, 2002 at Trinity Cathedral. There was a presenter from McDowell Clinic, and a presentation titled "The Virus, How it Works, and Treatment".

Membership

Connie Peters reported that the Committee did not meet this month. The next meeting is scheduled for July 3, 2002, 11:30 a.m. to 1:30 p.m. at 926 E. McDowell Rd.

Rules

Larry Stähli reported that the revised Bylaws have been forwarded to the Board of Supervisors for approval.

CALL TO PUBLIC

- There were no responses to the call to public.

ADJOURN

Larry Stähli motioned to adjourn the meeting, and Marlon Guzman seconded the motion.